

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		<b>Number:</b> 3099-001
<b>SUBJECT:</b> Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees	<b>DATE:</b> March 2, 2009	
	<b>OPI:</b> Office of the Chief Information Officer	

1. PURPOSE

The purpose of this regulation establishes the policy for removal of official records from the custody of the United States Department of Agriculture (USDA) and/or access to the documentary material by departing employees, contractors, volunteers and political appointees.

2. AUTHORITY

This manual is published in accordance with the authority vested in the Secretary of Agriculture under 44 U.S.C. 2104 and 3101; and 44 U.S.C. 3501-3548; and the delegations of authority to the Chief Information Officer (7CFR 2.37).

3. REFERENCE

- a. DR 3080-001 Records Management
- b. DR 3090-001 Litigation Retention Policy for Documentary Materials including Electronically Stored Information
- c. 36 CFR Chapter 12, Subchapter B (*Records Management*)
- d. 36 CFR Chapter 12, § 1222.40 (Removal of Records)
- e. 36 CFR Chapter 12, § 1222.42 (Removal of Nonrecord Materials)
- f. 44 U.S.C. Chapters 21, 29, 31, and 33 (Records Management)
- g. 44 U.S.C. 3101 et seq., (Records Management by Federal Agencies)
- h. 44 U.S.C. § 3106 (Unlawful Removal, Destruction of Records)
- i. 44 U.S.C. 3506 (Federal Information Policy)

- j. 18 U.S.C. § 641 (Public Money, Property or Records)
- k. 18 U.S.C. § 793 (Gathering, Transmitting or Losing Defense Information) and § 798 (Disclosure of Classified Information)
- l. 18 U.S.C. § 2071 (Concealment, Removal, or Mutilation Generally)
- m. Privacy Act of 1974, 5 U.S.C. § 552a
- n. Title 7 CFR 2.37 (Delegations of Authority from the Secretary to the Chief Information Officer)

#### 4. SCOPE

This manual applies to all departing employees, contractors, volunteers and political appointees, in all agencies and staff offices of USDA regardless of the type or duration of appointment.

#### 5. DEFINITIONS

- a. Access Opportunity to review documents on government premises or at another agreed-upon location.
- b. Agency Records Officer or Staff Office Records Officer The person assigned responsibility by the agency head for overseeing an agency-wide records management program.
- c. Classified Information Information that requires protection against unauthorized disclosure in the interest of national security and that is within the scope of Executive Order 12958, as amended.
- d. Departing Employee One who leaves or is preparing to leave the employment of USDA. This does not include changing jobs within USDA.
- e. Departmental Records Officer Person responsible for the leadership, coordination, and oversight of the USDA-wide records management program.
- f. Documentary Materials All Federal records, nonrecord material, and personal papers (see sections 5.f., 5.h(1). and 5.i), regardless of medium, method, or circumstances of recording.
- g. Employee The term “employee” refers to all personnel appointed to a position with USDA.
- h. Federal Records All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, that are made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business, and that are preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. (44 U.S.C. § 3301.) Electronic communications such as electronic mail messages are included in this definition.

- i. General Records Schedule A National Archives and Records Administration (NARA) issued schedule governing the disposition of specified records common to several or all agencies.
- j. Field Office Records Liaison or Custodian A person responsible for overseeing a records management program in a headquarters or field office in cooperation with the agency records management officer.
- k. Former Employee An individual who has left the employment of USDA.
- l. Nonrecord Materials Nonrecord materials include:
  - (1) Federally-owned documentary material that does not meet the legal or statutory definition of records (44 U.S.C. § 3301) or that are excluded from the coverage. Material excluded from the definition of a record include extra copies of documents that are retained only for convenience of reference; library and museum materials intended solely for reference or exhibition purposes; and stocks of publications and of processed documents. These are defined as “nonrecord materials” by regulations of NARA (36 CFR § 1222.34).
  - (2) Documentary material not owned by the Federal Government, including documentary material of a private or nonpublic character that do not relate to, or have an effect upon, the conduct of agency business. These are defined as “personal papers” by NARA regulations (36 CFR § 1222.36).
- m. Personal Papers Personal papers are documentary materials of a private or nonpublic character that do not relate to, or have an effect upon, the conduct of agency business. If information about private matters and agency business appears in the same document, the document shall be copied at the time of receipt, with the personal information deleted, and treated as a Federal record.
- n. Removal Permanent removal from the custody of USDA. This does not include the withdrawal of material for official business by authorized employees.
- o. Senior Official Senior officials include the Secretary of Agriculture, Deputy Secretary, Under Secretaries, Deputy Under Secretaries, Assistant Secretaries, Deputy Assistant Secretaries, Associate Assistant Secretaries, Heads of Agency Components and Staff Offices and their Deputies and Assistants, Principal Regional Officials, anyone acting in any of the above positions and Political Appointees.

## 6. POLICY

### a. Certification

A certification (see Form # AD-3001, Documentary Materials Removal/Nonremoval Certification and Non-Disclosure Agreement) must be made by the departing employee, contractor, volunteer or political appointee that all Federal records, regardless of media, have been identified and transferred to the records management liaison or custodian, Contracting Officer's Technical Representative (COTR), or have been reassigned to another employee. The appropriate Agency Records Officer, Staff Office Records Officer or Field Office Records Liaison and Program

Manager must sign the certification.

b. Maintaining Documentary Materials

The following guidance helps to ensure that only appropriate documentary materials may be removed.

- (1) Separation of Personal Papers. Personal papers (as defined in section 5.i) shall be clearly designated as such and shall at all times be maintained separately from the agency's records.
- (2) Partial Federal/Personal Record. If information about personal matters and USDA business appears in the same document, the document shall be copied with the personal information deleted, and the remaining material treated as a Federal record or nonrecord material, as appropriate. (See sections 5.f. and 5.h).
- (3) Use of Labeling. Documentary material labeled "personal," "confidential," "private," or similarly designated, used in the transaction of public business and which meet the definition of a record, are Federal records or nonrecord materials subject to the provisions of pertinent laws and regulations. The use of a label such as "personal" is not sufficient to determine the record status of documentary materials.

c. Removing Documentary Materials

(1) The following types of documentary materials may NEVER be removed:

- (a) Any Federal record;
- (b) The only copy of any documentary materials involved in the conduct of the affairs of USDA or any other components of the Federal Government, whether or not judged to be records (including any copy that is unique, for example, because it contains the signature or initials of the writer, reviewers, and/or concurring parties);
- (c) Any documentary materials (whether or not judged to be records) the removal of which will create such a gap in the files as to impair the completeness of essential documentation. Indexes, or other finding aids, necessary for the use of the official files may not be removed;
- (d) The only copy of indexes or other finding aids (whether or not judged to be records) that are necessary to the use of office files;
- (e) Portions of documentary materials (whether or not judged to be records) that constitute classified information;
- (f) Portions of documentary materials (whether or not judged to be records) that constitute information subject to the Privacy Act of 1974, 5 U.S.C. § 552a;
- (g) Portions of other documentary materials (whether or not judged to be records) that constitute information the disclosure of which is prohibited by law, such as grand jury, tax, and trade secret information.

- (2) All other types of nonpublic Federally-owned documentary materials, including privileged materials, may be removed only with specific approval from the appropriate Agency Records Officer.
- (3) Departing or former employees and political appointees of USDA may request the following:
  - (a) Removal of or access to documentary materials that are reasonably related to the requester's official responsibilities while an employee.
  - (b) Maintenance of assembled documentary materials for a specific period of time, not to exceed one year following departure from USDA's employment, during which he or she may request removal or access pursuant to paragraph 6.c.(1).
- (4) All records, original and copies, are under the control of USDA, regardless of how and by whom they were created or obtained. Removal of documentary material must be approved in accordance with the preceding provisions to ensure that USDA's ability to claim privileges in litigation, to claim Freedom of Information Act (FOIA) exemptions and to protect sensitive and classified information is not weakened.
- (5) Personal diaries, which are really private records of public activities, are private property and may be removed. When matters dealt with in work aids such as office diaries, logs, memoranda of conferences and telephone calls are covered elsewhere by adequate records, such work aids may be removed provided they do not contain information otherwise prohibited from removal. This applies to personal papers created and/or maintained on paper as well as in electronic format.
- (6) Extra reference copies may be removed under certain circumstances. Prior to removal, it must be determined that no legal or policy reason exists that would prevent removal and that the record copy, or other necessary copies, are available in USDA. If the copy is of a document originating with another agency, the requirements of the originating agency must be determined.
- (7) Records will not be disposed of while they are the subject of a pending request, appeal, subpoena, litigation or lawsuit under the FOIA or the Privacy Act, as provided for in General Records Schedule 14.

## 7. RESPONSIBILITIES

### a. Secretary of Agriculture

As the head of USDA, the Secretary of Agriculture is vested with the authority to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency. (§§ U.S.C. 3103.)

### b. USDA's Chief Information Officer (CIO)

The Secretary of Agriculture has delegated to the CIO oversight responsibility for the USDA-wide

records disposition program (7 CFR 2.37.11). Within the Office of the Chief Information Officer (OCIO), the Associate CIO for Information and Technology Management is responsible for developing and managing USDA's records management program. The Associate CIO carries out this responsibility in partnership with USDA's business and technology communities. This responsibility includes the following:

- (1) Review proposed USDA reporting and record keeping requirements, including those contained in rules and regulations, to ensure that they impose the minimum burden upon the public and have practical utility for USDA;
- (2) Assist the Office of Management and Budget in the performance of its functions assigned under the:
  - (a) Data Quality Act (Pub. L. No. 106-554 § 515) and under the Paperwork Reduction Act (44 U.S.C. 3501-3520), including review of USDA information activities,
  - (b) E-Government Act of 2002, Pub. L. No. 107-347, 44 U.S.C. Chapter 36;
- (3) Administer the Departmental Records Management Program and coordinate the records management activities of the Office of the Secretary.

c. Departmental Records Officer

The Departmental Records Officer, who is designated by the Associate CIO for Information and Technology Management, is responsible for the leadership, coordination, and oversight of the USDA-wide records management program for the Office of the Secretary:

- (1) Serves as the USDA's representative with NARA, other Federal agencies, and external organizations on matters pertaining to records management.
- (2) Provides leadership and guidance to the Records Officers of USDA's mission areas, agencies and staff offices to ensure reasonable uniformity in records management activities throughout USDA.
- (3) Develops USDA-wide policies, standards, and procedures for records management.
  - (a) Develops and implements management systems and procedures to ensure that departing employees, contractors, volunteers and political appointees do not remove Federal records from USDA custody without appropriate authorization.
  - (b) Establishes procedures for the participation of mission area, agency records officer and staff office records officers in developing new or revised agency programs, processes, systems, and procedures to ensure that adequate recordkeeping requirements are established and implemented.

d. The Agency Records Officer, Staff Office Records Officer or Field Office Records Liaison shall:

- (1) Ensure that nonrecord material being removed by a departing employee or official is examined by the Agency Records Officer, Staff Office Records Officer or Field Office Records Liaison for the purpose of providing the appropriate protection for information that is restricted from release under the Privacy Act or other statutes, regulations or executive orders;
- (2) Obtain and maintain signed form: "Documentary Materials Removal/Non-Removal Certification and Non-Disclosure Agreement" (Form #AD-3001);
- (3) Ensure that the signed agreement and related documentation are retained in a centralized file by the Agency Records Office, Staff Office Records Officer or Field Office Agency Records Liaison; and
- (4) Will receive the detailed inventory list of records and nonrecords to ensure that no departing official, employee, contractor or volunteer removes records or nonrecord materials relating to any pending or contemplated civil, criminal, or administrative proceeding or other program activity when the information, if released, would impair or prejudice the outcome of the proceeding or Government policy determinations, decisions, or other actions.

e. Agency Heads and Staff Office Heads shall:

- (1) Implement policies and procedures ensuring that current and departing officials, employees, contractors or volunteers do not remove documentary materials from the custody of USDA without authorization;
- (2) Ensure that each official, employee, contractor or volunteer is made aware of such policies and procedures, and that each departing individual is provided a copy of the guidance in Appendixes A and B.

f. Program Managers shall:

- (1) Ensure that departing employees, contractors and volunteers departure dates are identified as soon as possible and these individuals are made aware of their records responsibilities;
- (2) Ensure that nonrecord material that is the subject of a request for removal or access by a departing individual is examined by the agency head (or his or her designee) for the purpose of providing the appropriate protection for information that is privileged or restricted from release under the Privacy Act or other statutes, regulations or executive orders;
- (3) Decide upon requests made for removal of, or access to, documentary materials other than a request that is covered under section 6.c.;
- (4) Ensure the departing or former employee's request is for copies of or access to only documentary materials that are reasonably related to the requester's official responsibilities while an employee;
- (5) Ensure the request by a former employee for copies of or access to documentary materials pursuant to this manual is received no more than one year after the employee leaves the USDA's employment. Any requests for documentary materials after such date may be

submitted in accordance with the FOIA;

- (6) Obtain the signed copy of the “Documentary Materials Removal/Non-Removal Certification and Non-Disclosure Agreement (Form #AD-3001)” from all departing employees, contractors or volunteers. Ensure that the signed agreement and related documentation (including requests or authorizations for removal or access) are retained by the agency;
- (7) Approve every request submitted in writing and in sufficient detail to identify which documents may be removed or accessed, under what conditions or restrictions, and for which documents removal or access is denied. Each decision will be provided to the requester;
- (8) Authorize removal of, or access to, documentary materials issued under section 7.b.(3) subject to concurrence with the Office of General Counsel (OGC);
- (9) Ensure the departing employee, contractor or volunteer only removes personal papers (defined in section 5.i) that have been properly segregated in accordance with section 6.b.1. Any question as to whether materials constitute personal papers or are publicly available should be referred to the Agency Records Officer and the OGC.

g. Senior Officials:

Although Federal records may not be removed, departing senior officials are allowed to create a *limited* number of duplicate copies of unclassified documents for personal use when warranted by the level of the position, significance of the work or research. Such copies are considered nonrecord material and must be reviewed and approved by the Agency Records Officer, Staff Office Records Officer or Field Office Records Liaison before they may be removed. An accounting must be made of all nonrecord and personal papers that are removed. Classified and Privacy Act documents may not be duplicated or removed from Federal custody.

Prior to departure, senior officials and political appointees shall identify Federal records for which they have custody.

- (1) Records regardless of media shall be inventoried and those on file servers, hard drives, and in electronic mail systems shall be copied and removed or reassigned.
  - (a) Inactive records shall be transferred to a records management custodian and active records shall be reassigned to another employee.
  - (b) All file searches for which the employee, has been tasked must be completed or reassigned, such as FOIA, Congressional or litigation-related document requests.

h. Employees, Contractors and Volunteers shall:

Prior to departure, employees contractors and volunteer shall identify Federal records for which they have custody.

- (1) Records regardless of media shall be inventoried and those on file servers, hard drives, and in electronic mail systems shall be copied and removed or reassigned.
  - (a) Inactive records shall be transferred to a records management custodian and active records shall be reassigned to another employee.



- (b) Depending on the status of the contract, the departing contractor employees' records shall be reassigned to another contractor or Federal employee or incorporated into USDA's official files.
- (c) All file searches for which the employee, contractor or volunteer has been tasked must be completed or reassigned, such as FOIA, Congressional or litigation-related document requests.
- (2) Maintain record and nonrecord documentary material according to prescribed USDA policy and procedures.
- (3) Safeguard records until they are authorized for disposition. The unauthorized removal, concealment, falsification, mutilation, or disposition of official records is prohibited by law and is subject to penalty (18 U.S.C. 2071).
- (4) Clearly designate as personal those papers of a private or nonofficial nature pertaining solely to their personal affairs. Those papers shall be filed separately from the records of the office.
- (5) Report any apparent instances of unauthorized disposition to his/her supervisor and the mission area, agency, or staff office records officer.
- (6) Request permission to remove copies of materials prior to leaving USDA. The request must be submitted in writing to the head of the component in which the requester is or was employed. The request must describe the documentary materials with sufficient detail to permit their retrieval. Departing employees should assemble the requested material and attach them to the request, or if the materials are voluminous a detailed inventory list should be attached explaining how the requested material may be readily assembled.
- (7) Meet with their Federal supervisor or Contracting Officer's Technical Representative (COTR) and the Agency Records Officer, Staff Office Records Officer or Field Office Records Officer prior to departing USDA. (See Appendix B.)

## 8. STATUTORY PENALTIES AND REQUIREMENTS

- a. The disposal of Federal records in agency custody is governed by specific provisions of Chapter 33 of Title 44, United States Code (Disposal of Records).
- b. Criminal penalties are provided in 18 U.S.C. § 641 (Public Money, Property or Records) and §2071 (Concealment, Removal, or Mutilation of Records) for the unlawful removal or destruction of Federal records.
- c. Criminal penalties are provided in 18 U.S.C. § 793 (Gathering, Transmitting or Losing Defense Information) and § 798 (Disclosure of Classified Information) for the unlawful disclosure, loss, or destruction of certain information pertaining to national defense or national security.
- d. Other criminal and civil penalties may apply for unlawful disclosure of statutorily confidential information. The Secretary is required by 44 U.S.C. § 3106 (Unlawful Removal, Destruction of Records) to notify the Archivist of the United States of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of Federal records in the custody of the Department.

**United States Department of Agriculture**  
**DOCUMENTARY MATERIALS REMOVAL/NON-REMOVAL CERTIFICATION**  
**AND NON-DISCLOSURE AGREEMENT**

In accordance with Directive 3099-001, Records Management Policy for Departing Employees, Contractors, Volunteer and Political Appointees

<b>EMPLOYEE NAME:</b>	<b>OFFICE:</b>
<b>PHONE</b>	<b>PLANNED DEPARTURE DATE:</b>

  

**1. Documentary Materials that May be Removed: Personal Papers**  
 Examples of personal papers include: papers accumulated by an official before joining Government service that are not used subsequently in the transaction of Government business; materials relating solely to an individual's private affairs, such as outside business pursuits, professional affiliations, or private political associations that do not relate to agency business; diaries, journals, personal correspondence, or other personal notes that are not prepared, used for, circulated or communicated in the course of transacting Government business (36 C.F.R., Section 1222.36(a), (b), and (c)).

**2. Records that May Not be Removed**  
 a. Any material regardless of the media that meets the definition of a Federal record.  
 b. Any information not normally released to the general public, unless prior approval is obtained.

**3. Penalties for Unlawful Removal of Records**  
 Criminal penalties are provided for the unlawful removal or destruction of Federal records (18 U.S.C. 641 and 2071) and for the unlawful disclosure of certain information pertaining to national security (18 U.S.C. 793, 794, 798 and 952).

**4. The checklist (Appendix B) must be completed by all employees. Senior Officials and Political Appointees refer to Appendix C for additional guidance.**

**5. Employees, contractors, volunteers, and political appointees must complete the certification below. Employees and political appointees must meet with their immediate supervisor. Contractors must meet with the Contract Officer Representative (COR). Volunteers must meet with the unit's Volunteer Coordinator.**

**Are you removing any non-record documents, such as extra copies of agency records, from the Department Of Agriculture?**  
**If yes, go to a. If no, go to b.**

a. ☐ **YES**, I certify that appropriate agencies officials (named below) have reviewed the documents I am removing from the Department of Agriculture and/or associated Agencies, and do not include any documents relating to any pending or contemplated civil, criminal, or administrative proceeding or other program information, that if released, would impair or prejudice the outcome of the proceeding or Government policy determinations, decisions, or other actions (Examples: classified documents; record copies; documents, even though judged to be non-records, that will create a gap in the files; and indexes and finding aids necessary to use the official files).

I agree to keep confidential all nonpublic materials, and agree to refrain from disclosure of said document contents or existence thereof without prior permission from the appropriate Department of Agriculture Official.

\_\_\_\_\_  
 SIGNATURE OF EMPLOYEE OR POLITICAL APPOINTEE

\_\_\_\_\_  
 DATE

b. ☐ **NO**, I certify that I am not removing any documents from the Department of Agriculture or associated Agencies.

\_\_\_\_\_  
 SIGNATURE OF EMPLOYEE, CONTRACTOR, VOLUNTEER, OR POLITICAL APPOINTEE

\_\_\_\_\_  
 Date

  

**6. Approving Officials**

<b>NAME OF IMMEDIATE SUPERVISOR, COR, OR VOLUNTEER COORDINATOR (PRINT OR TYPE):</b>	<b>OFFICE &amp; PHONE:</b>
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\_\_\_\_\_  
 SIGNATURE OF IMMEDIATE SUPERVISOR, COR, OR VOLUNTEER COORDINATOR

\_\_\_\_\_  
 DATE

<b>NAME OF AGENCY, STAFF, OR UNIT RECORDS OFFICER/MANAGER (PRINT OR TYPE):</b>	
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\_\_\_\_\_  
 SIGNATURE OF RECORDS OFFICER/MANAGER

\_\_\_\_\_  
 DATE

## Appendix A

**PRIVACY ACT GUIDANCE FOR DEPARTING EMPLOYEES**

The Privacy Act, 5 U.S.C. § 552a, prohibits the disclosure of certain records about an individual except under certain specified circumstances. This document provides a practical guide for those employees who are unfamiliar with the specific requirements of the Privacy Act. We note that this guide probably prohibits the removal of a broader range of materials than would be prohibited by the statute. Therefore, if you follow the guidance, you will not violate the Privacy Act. You are free, however, to consult the statute itself to determine how to comply with the Privacy Act.

As an employee of the Department of Agriculture, you are entitled to have access to records or copies of records about an individual when such access is necessary for you to perform your official duties. However, once you cease to be an employee of the Department, you are no longer entitled to the special access that you previously had by virtue of that position. This is true even if you authored or had a role in the preparation of particular records.

Consequently, upon your departure, you should not remove any records or copies from the Department that are about an individual. Generally, a record is about an individual if it contains some substantive information about the individual (e.g., employment records, medical records, home address). A record is not about an individual if it is about a person or entity that is not afforded Privacy Act protection (e.g., a corporation or organization, a person who is neither a U.S. citizen nor a permanent resident, or a deceased person); if it does not identify the individual who is the subject of the record by name or other identifier and provide information about that individual (e.g., an agency memorandum that contains the name of the author of the memorandum, the name of the recipient, and perhaps even other employee names on a distribution list but that does not contain any information about those or any other individuals mentioned in the record). The Department may permit you to take materials about an individual if they officially have been placed in the public domain.

## Appendix B

### RECORDS MANAGEMENT EXIT CHECKLIST

1. Departing employees, contractors, volunteers shall meet with their Federal supervisor or Contracting Officer's Technical Representative (COTR) and the Agency Records Officer, Staff Office Records Officer or Field Office Records Liaison to:
  - a. Identify location and content of all record/nonrecord material in employee's custody, **regardless of media** (paper, computer hard drive, compact disks, electronic mail systems, servers, etc.);
    - (1) Identify for reassignment active records needed for work in progress;
    - (2) Identify for reassignment classified and vital records;
    - (3) Identify employee personal papers and nonrecord copies for removal;
  - b. Return any records taken from file stations or records repositories;
  - c. Turn in file cabinet keys, vault/restricted access combinations, and computer/system passwords needed for access to any official records.
2. Agency Records Officers or Field Office Records Officer shall ensure that:
  - a. All documentary material of departing employees are inventoried;
  - b. All records are scheduled and sent to a records management custodian unless reassigned to another employee by the Federal supervisor or COTR;
  - c. Prepare an SF-115 "Request for Records Disposition Authority" to schedule any unscheduled records;
  - d. Permanent records that are no longer needed by USDA are sent to the National Archives and Records Administration;
  - e. Employee files residing on servers, hard drives, and in electronic mail system systems are:
    - (1) reviewed for record material,
    - (2) reassigned to another employee, and/or
    - (3) dispositioned in accordance with approved schedules;

f. Records are not destroyed:

- (1) without an approved records disposition schedule,
- (2) until they have satisfied retention requirements,
- (3) if they come under an epidemiology, litigation or other moratorium.

3. The Federal employee's supervisor or contractor's COTR shall ensure that:

- a. Active records needed for work-in-progress, and classified, quality assurance, and vital records are reassigned to another employee (with appropriate clearance);
- b. Inactive records are transferred to a records management custodian;
- c. Controlled operating manuals and handbooks are collected;
- d. Removal of material by the employee is documented and limited to personal papers and a pre-approved amount of nonrecord copies.

Federal supervisors, COTRs, and records staff shall document and report the unauthorized destruction or loss of records to the Departmental Records Officer.

The employee shall certify that all Federal records and files created or received have been transferred to a records management custodian, a COTR, or custody has been reassigned to another employee.

## Appendix C

**PREPARING THE OFFICIAL RECORES OF EXECUTIVE OFFICIALS**

1. **Separate the official's personal papers from the record material.** These include:
  - a. Papers Created Before Entering Government Service.  
Examples: previous work files, political materials, and reference files.
  - b. Private Papers Brought Into, Created, or Received in the Office.  
Family and personal correspondence and materials documenting professional activities and outside business or political pursuits. Examples include manuscripts and drafts for articles and books and volunteer and community service records.
  - c. Work-Related Personal Papers. Extra copies maintained for convenience of reference are excluded from the definition of records. Personal papers may refer to or comment on the subject matter of agency business, provided they are not used in the conduct of that business.
  - d. Personal Copies of Records and Nonrecord Materials. Officials may duplicate some agency records (usually those that they have originated, reviewed, signed, or otherwise acted upon) so that, with agency approval, they may take these nonrecord copies with them when they leave office.
2. **Eliminate** duplicates, superseded or obsolete directives from other organizations or offices, outdated meeting notices and notes (unless your executive was the sponsor or chair for the meeting).
3. Separate correspondence and briefing given to **the President, Vice President, or Executive Office of the President.** These may fall under the requirements of the *Presidential Records Act of 1978* (44 U.S.C. 2201 et seq.).
4. **Organize the remaining documents by topic area.** Use the categories in the USDA file plan. If records for a subject, project, or program, are not addressed in the file plan, label the file with pertinent information, for example the executive's name, the project name, starting and ending dates. Arrange the documents within each file in chronological order.
5. **Label the files.** Labels should include the file category (if one is available), the executive's name, topic, and the opening and ending dates of the documents contained in the files.
6. **Box the files.** Separate and box the files by type: personal papers, records which fall under the requirements of the *Presidential Records Act of 1978* (44 U.S.C. 2201 et seq.); files already covered in the USDA file plan; and all remaining files. Number the boxes in pencil.
7. **Prepare file lists.** Excluding the official's personal papers, prepare file lists for the boxed files: one for the records which fall under the requirements of the *Presidential Records Act of 1978* (44 U.S.C. 2201 et seq.); a second for files already covered in the USDA file plan; and a third list for all remaining files. Show box number and file name.
8. **Contact the Office of the Executive Secretariat.** They will arrange pickup of the files and files lists.